THE BALANCE SHEET

1982–83

AUTHOR	ISSUE	PAGE
Allen, Thomas R., Jr. — Improving the Image of M/DE	Nov./Dec.	89
Allison, Cole F. — A Changing Role in Today's Business World	Nov./Dec.	68
Bair, Karen Kay — Don't Make Your Classroom a Dumping Ground	Mar./Apr.	219
Boucher, Leroy P. — Getting the Job Done	Nov./Dec.	74
Buck, Thomas F. — Technical Problems — Human Relations	Mar./Apr.	235
Chaney, Lillian H. — Monkey See, Monkey Do	May/June	283
Cone, Randy E. — More Office Training + General Education = More $	May/June	291
Daggett, Willard D. — Decision-Making Skills in the Affective Domain	Jan./Feb.	144
Driska, Robert S. — Information/WP Opportunities in New York City	Jan./Feb.	181
Eckert, Sidney W. — Was Your Last Written Report Successful?	Jan./Feb.	167
Elmer, Timerra L. — Survey, Evaluate, and Change	May/June	279
First, Susan E. — Medical Records — Not for Doctors Only	Jan./Feb.	139

AUTHOR	ISSUE	PAGE
Garman, E. Thomas — Was Your Last Written Report Successful?	Jan./Feb.	167
Garner, Marie K. — Developing a Successful Elective in Business Ed	Mar./Apr.	221
Gillen, Stephen E. — Law (and Order) in the Classroom	Sept./Oct.	19
Gillen, Stephen E. — Spare the Rod . . . Proverb or Proscription?	May/June	268
Golen, Steven — Combining 'How' and 'Why' in Beginning Accounting	Nov./Dec.	79
Haddon, Karen M. — Slaying the Job-Search Jabberwocky	May/June	273
Johnson, Mildred F. — The Content of a Computer Literacy Course	Sept./Oct.	27
Kontos, George — Managing Information as a Resource	Jan./Feb.	163
Korschgen, Sandra N. — The Legal Records Manager	Jan./Feb.	132
Landenberger, George C. — Opportunities In Retailing	May/June	265
Lockwood, David R. — It's Not Too Late!	Mar./Apr.	201
Marrazo, Martin J. — Decision-Making Skills in the Affective Domain	Jan./Feb.	144
Meeuwenberg, Susan J. — The Challenge of Teaching Word Processing Concepts	Nov./Dec.	84
Melvin, Opal B. — The Impact of a Positive Self-Image on Students	Jan./Feb.	149
Mignini, Virginia — Job Opportunities for Temporary Secretaries	Sept./Oct.	4
Neider, David J. — Business Communication: The Students' Viewpoint	May/June	297
Olivas, Jerry — Using Timesharing to Teach Computer Skills	Nov./Dec.	109
Owens, Bill — Business Education Implications of Office Automation	Sept./Oct.	12
Petty, Michael E. — A Mutual Responsibility	Sept./Oct.	25
Plymire, Boyd G. — Essential Elements of Effective Teaching	Jan./Feb.	171
Presley, Evelyn E. — Marketing Research: Community Service and Learning Experience	Jan./Feb.	159
Randolph, Jerry — Advances in Secretarial Careers	Sept./Oct.	9
Ray, Ernestine — FBLA Members Practice Leadership	May/June	277
Reed, Rosetta — Teaching for Leadership	Nov./Dec.	107
Rider, Michael E. — Simulations — A Vital Tool	Mar./Apr.	215
Roberts, Don — Integrating Word and Data Processing	May/June	301
Ryan, Robert E. — Bank Marketing in a Deregulated Marketplace	May/June	260
Schimmel, Warren T. — Shorthand is Alive, Well, and Necessary	Nov./Dec.	93
Schocket, Sandra — The Classroom Teacher as Career Counselor	Jan./Feb.	175
Shell, Walter — The Six Stages of Typewriting Instruction	Sept./Oct.	49
Simon, Judith C. — Monkey See, Monkey Do	May/June	283
Simpson, Ina P. — Changing Trends in the Secretarial Profession	Mar./Apr.	206
Sustaita, Juan — Motivation in the Typing Class — Extrinsic or Intrinsic?	Jan./Feb.	155
Warren, James P. — Make Your Accounting Program the Best It Can Be	Sept./Oct.	39
Watkins, Margaret M. — Business Teachers are Language Teachers, Too	Nov./Dec.	99
Wenz, Michael F. — Innovation to Business Ed Curricula	Mar./Apr.	211
Williams, C. Joseph — Developing Micro/Media-Based Instruction	Mar./Apr.	196
Witherow, Mary — A Menu for the Free Enterprise System	Sept./Oct.	35
Wood, Merle — Computer Literacy	Mar./Apr.	231
Woodcock, Barry E. — Do Your Students Really Want Jobs?	Sept./Oct.	45
Yeandle, Cora Vanloon — On-the-Job Training at Disneyland	Nov./Dec.	103
Yrle, Augusta — More Office Training + General Education = More $	May/June	291

TITLE	ISSUE	PAGE
(Accounting) Changing Role in Today's Business World, A — Cole F. Allison	Nov./Dec.	68
(Accounting) Combining 'How' and 'Why' in Beginning Accounting — Steven Golen	Nov./Dec.	79
(Accounting) Getting the Job Done — Leroy P. Boucher	Nov./Dec.	74
(Accounting) Make Your Accounting Program the Best It Can Be — James P. Warren	Sept./Oct.	39
Advances in Secretarial Careers — Jerry Randolph	Sept./Oct.	9
Bank Marketing in a Deregulated Marketplace — Robert E. Ryan	May/June	260
Business Communication: The Students' Viewpoint — David J. Neider	May/June	297
(Business Communication) Was Your Last Written Report Successful? — E. Thomas Garman and Sidney W. Eckert	Jan./Feb.	167
Business Education Implications of Office Automation — Bill Owens	Sept./Oct.	12
(Business Ed) Don't Make Your Classroom a Dumping Ground — Karen Kay Bair	Mar./Apr.	219
(Business Ed) It's Not Too Late! — David R. Lockwood	Mar./Apr.	201
Business Teachers are Language Teachers, Too — Margaret M. Watkins	Nov./Dec.	99
Challenge of Teaching Word Processing Concepts, The — Susan J. Meeuwenberg	Nov./Dec.	84
Changing Role in Today's Business World, A — Cole F. Allison	Nov./Dec.	68
Changing Trends in the Secretarial Profession — Ina P. Simpson	Mar./Apr.	206
Classroom Teacher as Career Counselor, The — Sandra Schocket	Jan./Feb.	175
Combining 'How' and 'Why' in Beginning Accounting — Steven Golen	Nov./Dec.	79
Computer Literacy — Merle Wood	Mar./Apr.	231
Content of a Computer Literacy Course, The — Mildred F. Johnson	Sept./Oct.	27
(Curricula) Developing a Successful Elective in Business Ed — Marie K. Garner	Mar./Apr.	221
(Curricula) Developing Micro/Media-Based Instruction — C. Joseph Williams	Mar./Apr.	196
(Curricula) Innovation to Business Ed Curricula — Michael F. Wenz	Mar./Apr.	211
(Curricula) Survey, Evaluate, and Change — Timerra L. Elmer	May/June	279
Decision-Making Skills in the Affective Domain — Willard D. Daggett and Martin J. Marrazo	Jan./Feb.	144
Developing a Successful Elective in Business Ed — Marie K. Garner	Mar./Apr.	221
Developing Micro/Media-Based Instruction — C. Joseph Williams	Mar./Apr.	196
(Distributive Ed) On-the-Job Training at Disneyland — Cora Vanloon Yeandle	Nov./Dec.	103
(Distributive Ed) Opportunities in Retailing — George C. Landenberger	May/June	265
(Distributive Ed) Bank Marketing in a Deregulated Marketplace — Robert E. Ryan	May/June	260
Do Your Students Really Want Jobs? — Barry E. Woodcock	Sept./Oct.	45
Don't Make Your Classroom a Dumping Ground — Karen Kay Bair	Mar./Apr.	219
Essential Elements of Effective Teaching — Boyd G. Plymire	Jan./Feb.	171
FBLA Members Practice Leadership — Ernestine Ray	May/June	277
Getting the Job Done — Leroy P. Boucher	Nov./Dec.	74
Impact of a Positive Self-Image on Students, The — Opal B. Melvin	Jan./Feb.	149
Improving the Image of M/DE — Thomas R. Allen, Jr.	Nov./Dec.	89
Information/WP Opportunities in New York City — Robert S. Driska	Jan./Feb.	181
Innovation to Business Ed Curricula — Michael F. Wenz	Mar./Apr.	211
Integrating Word and Data Processing — Don Roberts	May/June	301
It's Not Too Late! — David R. Lockwood	Mar./Apr.	201

TITLE	ISSUE	PAGE
Job Opportunities for Temporary Secretaries — Virginia Mignini	Sept./Oct.	4
Law (and Order) in the Classroom — Stephen E. Gillen	Sept./Oct.	19
(Law) Spare the Rod . . . Proverb or Proscription? — Stephen E. Gillen	May/June	268
(Leadership) FBLA Members Practice Leadership — Ernestine Ray	May/June	277
(Leadership) Teaching for Leadership — Rosetta Reed	Nov./Dec.	107
Legal Records Manager, The — Sandra N. Korschgen	Jan./Feb.	132
Make Your Accounting Program the Best It Can Be — James P. Warren	Sept./Oct.	39
Managing Information as a Resource — George Kontos	Jan./Feb.	163
Marketing Research: Community Service and Learning Experience — Evelyn E. Presley	Jan./Feb.	159
Medical Records — Not for Doctors Only — Susan E. First	Jan./Feb.	139
Menu for the Free Enterprise System, A — Mary Witherow	Sept./Oct.	35
Monkey See, Monkey Do — Lillian H. Chaney and Judith C. Simon	May/June	283
More Office Training + General Education = More $ — Augusta Yrle and Randy E. Cone		291
Motivation in the Typing Class — Extrinsic or Intrinsic? — Juan Sustaita	Jan./Feb.	155
Mutual Responsibility, A — Michael E. Petty	Sept./Oct.	25
On-the-Job Training at Disneyland — Cora Vanloon Yeandle	Nov./Dec.	103
Opportunities in Retailing — George C. Landenberger	May/June	265
(Records Management) The Legal Records Manager — Sandra N. Korschgen	Jan./Feb.	132
(Records Management) Medical Records — Not for Doctors Only — Susan E. First	Jan./Feb.	139
Shorthand is Alive, Well, and Necessary — Warren T. Schimmel	Nov./Dec.	93
Simulations — A Vital Tool — Michael E. Rider	Mar./Apr.	215
Six Stages of Typewriting Instruction, The — Walter Shell	Sept./Oct.	49
Slaying the Job-Search Jabberwocky — Karen M. Haddon	May/June	273
Spare the Rod . . . Proverb or Proscription? — Stephen E. Gillen	May/June	268
Survey, Evaluate, and Change — Timerra L. Elmer	May/June	279
Teaching for Leadership — Rosetta Reed	Nov./Dec.	107
(Teaching) The Impact of a Positive Self-Image on Students — Opal B. Melvin	Jan./Feb.	149
(Teaching) Decision-Making Skills in the Affective Domain — Willard D. Daggett and Martin J. Marrazo	Jan./Feb.	144
(Teaching) Essential Elements of Effective Teaching — Boyd G. Plymire	Jan./Feb.	171
Technical Problems — Human Relations — Thomas F. Buck	Mar./Apr.	235
Using Timesharing to Teach Computer Skills — Jerry Olivas	Nov./Dec.	109
Was Your Last Written Report Successful? — Thomas Garman and Sidney W. Eckert	Jan./Feb.	167
(Word Processing) Technical Problems — Human Relations — Thomas F. Buck	Mar./Apr.	235
(Word Processing) The Challenge of Teaching Word Processing Concepts — Susan J. Meeuwenberg	Nov./Dec.	84
(Word Processing) Information/WP Opportunities in New York City — Robert S. Driska	Jan./Feb.	181
(Word Processing) Integrating Word and Data Processing — Don Roberts	May/June	301